



Dane County Department of Human Services Division of Economic Assistance and Work Services

Director – Lynn Green
Division Administrator – Amy Mendel-Clemens
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JOE PARISI
DANE COUNTY EXECUTIVE

MEMORANDUM

TO: Personnel and Finance Committee

FROM: Lynn Green

DATE: October 26, 2015

RE: Request for approval to purchase refreshments for a Capital Consortium Staffing

Capital Consortium Economic Support Staff will be meeting for a half day of training 12/10/15. Effective 1/1/16, Sheboygan County Economic Support will be joining our seven county income maintenance consortium. The purpose of the day is to orient staff to how the addition of Sheboygan will impact our process flow including how it will affect the Call Center, Sheboygan County's fraud program, website changes, and other transitional topics.

We anticipate 170 staff from the eight counties.

We would like to provide refreshments for the staff during the event.
Estimated expenses: **\$740.05**.

Detail:

Item	Cost per unit	Total cost per item
Iced Tea	\$26.95	\$107.80
Lemonade	\$26.95	\$107.80
Water	\$25.00	\$50.00
Cookies	\$23.95	\$167.65
Desserts	\$26.95	\$188.65
19% service charge		\$118.15
		\$740.05

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase refreshments for our staff at this training event. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.

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